

WIA DISLOCATED WORKER PROJECT APPLICATION GUIDELINES

INTRODUCTION

Funds allotted to the State of California for Title IB of the Workforce Investment Act (WIA) are available on a program year basis, July 1 through June 30. The Governor may reserve not more than 25 percent of funds available to the State for Rapid Response and dislocated worker projects. These guidelines address dislocated worker projects only. The application guidelines for WIA Title IB 25 Percent Rapid Response are set forth in Directive WIAD01-9.

POLICY

Title IB 25 Percent Governor's Reserve funds designated for dislocated worker services activities, as described in WIA Section 134(a)(2)(A)(ii), will be granted to Local Workforce Investment Boards (LWIB) and other entities through the dislocated worker project application procedures contained in these guidelines. Dislocated worker services funding for Employment Development Department's (EDD) Job Service (JS) office activities will be made available through the JS Field Division Chiefs and allotted directly to local EDD JS offices in the form of staff hours.

In order to ensure a coordinated approach to service delivery and reduce the potential of duplication of effort, coordination among local/regional partners will be required. Roles and responsibilities and areas of accountability will be identified and agreed upon in the local Memoranda of Understanding negotiated as part of each LWIB's Five-Year WIA plan. Letters of support from the affected LWIB administrators should accompany each request.

Funding for dislocated worker projects is available beginning July 1 of each year. Full expenditure of funds is expected within each award. Projects spanning program years may be split-year funded.

Project applications should be the result of a planning process that has been activated through Rapid Response Assistance and, as appropriate, an early intervention assistance process that may include local WIA formula funds to initiate dislocated worker services. Title IB 25 Percent Dislocated Worker Services funds should supplement and expand the local capability to respond effectively to dislocation events. Ideally, projects should be funded from multiple sources, and 25 Percent funds should be used to serve more dislocated workers and to achieve a higher quality of services and outcomes. Funds may be used to provide additional financial assistance to programs and activities being operated by LWIB grantees under Title I of WIA where economic conditions have sufficiently changed to warrant an increase in the area's funding needs.

APPLICATION REQUIREMENTS

Dislocated worker services project funding applications shall consist of the following documents:

- Application/Amendment Signature Page
- Narrative
- Participant Plan
- Budget Summary Plan
- Budget Summary Plan (Equipment)

The documents listed above are included in this package following these guidelines. Projects for dislocated worker services assistance will usually be for a 12-month operational period unless negotiated otherwise with the State. Applications will be accepted on an as-needed basis.

To request funding, submit two copies of the completed dislocated worker services funding application, both with original signatures, to your assigned Regional Advisor.

REVIEW AND APPROVAL

The Workforce Investment Division (WID) of EDD will review dislocated worker services applications. Funding recommendations will be submitted to the Director of EDD for approval, and then recommended to the Secretary of the Health and Human Services Agency for approval on behalf of the Governor.

Award levels may be negotiated. A consideration in the level of funding to be awarded will be the demonstrated ability of subgrantees to have effectively expended their prior year's allocation of dislocated worker employment and training funding. This will be demonstrated by 80 percent expenditure, not obligation, of the prior year's allocation or substantial justification for the inability to expend 80 percent of the available funds. Applications should also clearly demonstrate that carryforward dislocated worker funds plus current allocated dislocated worker funds are insufficient to address the needs of the dislocated workers in the local area.

PROJECT FUNDING

Applicants will be notified in writing of approval. Applications approved for funding will become the approved project plan document. The approved project plan will be used for program monitoring and evaluation purposes. The funding for approved applications from LWIBs will be unilaterally modified into the LWIB's WIA Title I master subgrant as a separate line item. Other successful applicants will enter into a subgrant agreement with WID of EDD.

REPORTING

By accepting a subgrant for Dislocated Worker Services funding, the subgrantee agrees that it will compile and submit reports of participants, expenditures, status-of-cash and closeout information by the specified dates and in the specified formats as prescribed by the State.

MONITORING AND OVERSIGHT

Dislocated worker projects are subject to WID monitoring policies.

TECHNICAL ASSISTANCE

Technical assistance to applicants is available through the [Regional Advisor](#) assigned to that Local Workforce Investment Area.

PROJECT AMENDMENTS

Changes in project circumstances, such as the target population or budget details will require advance approval via a plan amendment request.

It is suggested that all project plan amendment requests be initiated by discussions with your assigned Regional Advisor regarding the circumstances requiring the modification. If it is determined an amendment is required, the project plan amendment should consist of documents contained in the approved project plan that are to be revised.

Requests to reprogram or deobligate funds should be submitted as soon as possible after the need for such a circumstance is identified. Amendments which request increases in the approved subgrant budget will be subject to the same review and approval process as new applications.